I. **Call to Order**

II. **Action Items**

1. Approval of the Minutes for April 17, 2012
   
   Approval with the correction that Frank Dawson is looking for a student to prepare video, i.e. Frank will not be preparing the video.
   
   **Vote: Passed Unanimously**

2. **AR 4321 Withdrawal from Class**–Beatriz Magallon, Chair of Student Affairs Committee
   
   **Clean version**
   
   - The Language of Item-1 and Item-3 comes from Title-5.
   - **Item-1**: includes the following passage that was a topic of discussion:
     
     As of each census day, any student who has:
     
     - been identified as a no show, or
     - officially withdrawn from the course, or
     - been dropped from the course. A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. “No longer participating” includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. “extenuating circumstances” are verified cases of accidents, illness, or other circumstances beyond the control of the student.
     
     - **Revisions to the above paragraph of Item-1 following discussion states:**
       
       **As of each census day, a student must be dropped if they:**
       
       - have been identified as a no show, or
       - are no longer participating in the course, except if there are extenuating circumstances. “No longer participating” includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. “Extenuating circumstances” are verified cases of
accidents, illness, or other circumstances beyond the control of the student.

- **Item-2:** A student may also be dropped after census day for excessive absences as stated in the instructor’s course syllabus. Wording is revised to: *excessive absence or non-participation as stated in the syllabus.*

- **Item-4.** Wording is obtained from *Title-5* language

- **Item-5 reads:** “During the first two weeks of a full length course or 10th percentile of a short term course, a student may withdraw from a single class or from all classes and may be eligible for a refund minus a processing fee not to exceed $10. Transcripts will not include any notation of such enrollment(s). Units in such classes will not be included in “units enrolled” as defined in the lack of progress and disqualification policy.”

  *It was emphasized that if you teach a Monday class this could affect students.*

- **Item-6.** Addresses the topic of how a student can *avoid* a “W”. It will be important for us to remind students of this change. Avoid a “W” deadline is changing for this term. Students are allowed to take a course a total of three times. Students will have only 2 weeks to withdraw from a course (same timing as the refund deadline); previously used to be 4 weeks. This will match refund deadline; it is important students know this. The Census Day is Monday of the third week of the semester, but 20th percentile for short-term courses.

- **Item-7.** Addresses the topic of how a student can receive a *guaranteed* “W”. In order for a student to receive a guaranteed “W” the student must withdraw from the day after census through the 75th percentile of a semester or session. *Include revision:* a student may withdraw from a single class or from all classes...

- **Item-9** After the 75th percentile a student may petition for a late withdrawal but there will be an official form. This form will allow for faculty input but it is important to include the process into the AR.

- **Item-10 through Item-12** nothing changed except for some language editing.

- **Item-10** through **Item-12** nothing changed except for some language editing.

- **This AR is being presented to Chairs on Friday.**

3. **Global Citizenship Committee proposal**– Pete Morris, Chair of Global Citizenship Committee

- As a senate committee the Global Citizenship Committee would have a formal structure for reviews of mini-grants and professional development.

- The Global Citizenship Committee strives to be very inclusive that is represented in “Function-A”. Function-A states: “*Actively seeks guidance and assistance from SMC students and staff in developing and promoting programs and activities that foster global citizenship.*”

- Function-B should perhaps be collaborating and in-communication with “PDC”. There is a specific pool of money for the Global Citizenship for the professional development trips and mini-grants.

- Function-B states “*Solicits and reviews applications for Global Citizenship mini-grants and professional development trips.*”
• “Function-C” that relates to study abroad program and the selection of faculty leaders is an objective of the Committee however the process would include an important role for the Chairs.

• Function-H remove the phrase “professional development trips abroad” since it is mentioned in Function-B.

• The next step is to bring it to the Academic Senate for approval.

4. ISC report on Tech requests– Sal Veas, Chair of Information Services Committee

• Request a space on agenda; there are numerous requests but there is no funding available. The requests should be documented in the Minutes.

• May 22nd ISC technology request report is to be agendized.

5. Master plan update at DPAC –input from committees needed

• DPAC will review last year’s objectives and determine if the objectives have been achieved and new objectives will be set for 2012-2013. (This process begins with the review of the program review committee summary report for 2011-2012.)

• Development of objectives and their respective timelines are listed in the Master plan update (please refer to link) Master plan update at DPAC

• Each Committee should discuss its 2011-2012 objectives and whether they have been achieved and begin discussing objectives for next year. If there are any college-wide objectives coming from a committee, they should be brought to the senate executive committee for possible inclusion in the master plan update for 2012-2013.

III. Information Items

1. Updating of By-Laws –reminder input needed

2. Senate Election

3. The ASCCC Faculty Leadership Institute, which will be held June 14th –June 16th

4. Recognition Luncheon - June 13th at 10:30 am

5. Senate Exec Fall Retreat August 21st

IV. Adjournment 12:35pm